



# CITY OF LAS VEGAS

DEPARTMENT OF HUMAN RESOURCES

## FINANCIAL ANALYST II

OPEN (Job Code 121383100)

### CAREER OPPORTUNITY

This Appointive position is not covered under a collective bargaining agreement

OPENING DATE: October 10, 2012 at 7 a.m.  
FILING DEADLINE: October 25, 2012 at 4:30 p.m.

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Monthly Starting Salary Range: \$4,085.50 to \$5,674.33  
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### Experience with Oracle or other ERP Financial and Payroll Systems is desired.

The purpose of this recruitment effort is to establish an eligible list for future job openings. This is for an Appointive (Non-Civil Service) position.

**JOB SUMMARY:** This position will prepare and monitor budget activities; to administer and maintain a variety of accounts and financial records and provide budgetary forecasts, detailed and complex reports and modifications; to administer banking relations; to administer the cash handling functions throughout the city; and to perform a variety of technical tasks relative to assigned area of responsibility.

#### JOB DESCRIPTION:

Complete [Job Description](http://www3.LasVegasNevada.gov/HRJobDescriptions/Default.aspx) can be viewed on our website at <http://www3.LasVegasNevada.gov/HRJobDescriptions/Default.aspx>

**MINIMUM QUALIFICATIONS:** Unless otherwise noted, minimum requirements must be met at the time of application filing. Attach a copy of any required license(s), certificate(s) and/or degree to your application. For a college or university degree earned outside of the United States, attach certification indicating your degree is equivalent to a degree earned at a regionally accredited U.S. institution.

- Equivalent to a Bachelor's degree from an accredited college or university with major in accounting, finance or a related field.
- Two years of increasingly responsible experience involving analytical work in finance, budgets, grants, audit or investments.

**WHERE TO APPLY:** A city of Las Vegas application form can be downloaded from our website, [www.LasVegasNevada.gov](http://www.LasVegasNevada.gov), or obtained at the Human Resources Department between 7 a.m. and 5 p.m., Monday through Thursday on the First Floor of City Hall, 495 S. Main Street, Las Vegas, NV 89101. All complete **CURRENT** applications received by the filing deadline will be reviewed. INCOMPLETE, OUTDATED, UNDATED OR UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.

**SELECTION PROCESS:** The selection process will consist of a review of all applications and resumes with only the most qualified participating in an interview. Final candidate selection will include hiring interview (if applicable). Any individual offered employment will be required to pass a pre-employment hair drug test and complete background check. Some positions may require preliminary background checks.

*Persons with disabilities may request a copy of this announcement in an alternative format or make necessary testing arrangements through Recruitment & Employment Services at (702) 229-6315.*

The City of Las Vegas offers a comprehensive benefits package for all regular full time employees which includes: **Vacation and Sick Leave:** Annual leave is accrued from the first day worked, and employees are eligible to take annual leave after completion of 6 months continuous full-time service. Sick leave is accrued at 4 hours per biweekly pay period for an annual total of 13 days. **Retirement:** Employees are covered under the State of Nevada Public Employees Retirement System (PERS) as an employer paid agency. Employees are vested upon completion of five years in the retirement system. For details on PERS go to [www.nvpers.org](http://www.nvpers.org). **Health Insurance:** The city pays 100% of the premiums for employee medical, dental and vision premiums. For dependents, the city covers 50% of the premiums, with the employee providing the other 50%. The city is self-funded and medical coverage is a Consumer Driven Health Plan (CDHP); a Preferred Provider Organization (PPO); or a Health Maintenance Organization (HMO). The dental plan is offered-through Preferred Dental and the vision plan is administered by Vision Service Plan (VSP).